

# Landscape Architect Form 5

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of the Professions  
Division of Professional Licensing Services  
www.op.nysed.gov

Department Use Only

## Application for Limited Permit for Non-Resident Landscape Architect

### APPLICANT INSTRUCTIONS

You may apply for a limited permit to practice landscape architecture in New York State for a specific project if you are a licensed landscape architect in another jurisdiction but are not a resident and do not have an established business in New York State. To apply for the limited permit you must submit or have submitted on your behalf, the following:

- Application for Limited Permit for Non-Resident Landscape Architect with a limited permit and three-year registration fee of \$225;
  - Letters of reference from three licensed landscape architects substantiating your lawful practice of landscape architecture;
  - A specific description of the project you will be working on in New York State that includes:
    - a) scope of the project;
    - b) approximate size;
    - c) location-including address (street and number, lot number or other definite location information); and
    - d) name and address of client.
- Verification of Other Licensure/Certification (Form 3) that shows the date you were licensed, basis for licensure, license number and the current status of your license.

1      04      \$225      PR

Permit number

Date issued

Date expires

Initials

6 Telephone/E-Mail Address

Daytime Phone

Area Code      Phone Number

E-Mail Address (Please print clearly)

2 Social Security Number  
(Leave this blank if you do not have a U.S. Social Security Number)

3 Birth Date    Month    Day    Year

4 Print Your Full Name Exactly As It Appears On Your Application for Licensure (Form 1)

Last  
First  
Middle

5 Mailing Address (You must notify the Department promptly of any address or name changes.)

Line 1  
Line 2  
Line 3  
City  
State      Zip Code  
Country/  
Province

7 Citizenship:     United States     Alien Lawfully admitted for a permanent residence in the United States     Other Immigration

Citizen of: \_\_\_\_\_  
Attach a photocopy of the front and back of your  
Alien Registration Card/USCIS I-551 Status/"Green Card"

8 I have requested letters of reference from the following three licensed landscape architects to substantiate my lawful practice of landscape architecture.

1. Name: \_\_\_\_\_  
Jurisdiction where licensed: \_\_\_\_\_ License number: \_\_\_\_\_
2. Name: \_\_\_\_\_  
Jurisdiction where licensed: \_\_\_\_\_ License number: \_\_\_\_\_
3. Name: \_\_\_\_\_  
Jurisdiction where licensed: \_\_\_\_\_ License number: \_\_\_\_\_

Have these letters sent to: New York State Education Department, Office of the Professions, Division of Professional Licensing Services, Landscape Architecture Unit, 89 Washington Avenue, Albany, NY 12234-1000.

**Description of Project**

1. Scope (attach additional sheets if necessary):

2. Size:

3. Location:

\_\_\_\_\_

Number & Street

\_\_\_\_\_

City

\_\_\_\_\_

Zip Code

4. Name and address of client:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**10 GENDER AND ETHNICITY: (This item is optional)**

Information on gender and ethnicity is sought solely to allow the Education Department to collect and analyze data concerning diversity in the licensed professions. The ethnic and gender data you provide will be used only for statistical, research, and program evaluation purposes. It will not be released to the public. This information has absolutely no bearing on your qualification for licensure.

GENDER:  Male  Female

ETHNICITY:  White (not Hispanic)  Black (not Hispanic)  Asian  Hispanic  Native American

**11 STUDENT LOAN DISCLOSURE:**

The State Education Department is required\* to ask these questions about any student loans made or guaranteed by the New York State Higher Education Services Corporation, and to forward any "yes" responses to the New York State Higher Education Services Corporation. **Your license application is not complete without this information.**

(a) Do you have any outstanding loans made or guaranteed by the New York State Higher Education Services Corporation?  Yes  No

(b) If you have such a loan(s), is any part in default?  Yes  No

\*New York State Education Law, section 6501-a

**12 CHILD SUPPORT OBLIGATION:**

Everyone applying for or renewing a professional license, permit, or registration must file a written statement that, as of the date of the filing, he or she is, or is not, under an obligation to pay child support\*. **Individuals who are four months or more in arrears in child support may be subject to suspension of their business, professional and/or driver's licenses.** The intentional submission of false written statements for the purpose of frustrating or defeating the lawful enforcement of support obligations is punishable under section 175.35 of the Penal Law.

You must complete this section before we can issue the credential for which you have applied. Individuals who are not in compliance with their obligation to pay child support can be issued a credential for no more than six months in order to comply with their child support obligations.

**Check only A or B below. If you check B, you must check one of the five statements listed below it.**

A  I am **not** under an obligation to pay child support;

**OR**

B  I am under an obligation to pay child support *and* (please check only one of the following)

- I am current and **am not** four months or more in arrears in the payment of child support; or,
- I am making payments by income execution or by court agreed payment plan or by a plan agreed to by the parties; or,
- The child support obligation is the subject of a pending court proceeding; or,
- I am receiving public assistance or supplemental security income; or,
- None of the above four statements apply.

\*New York State General Obligations Law, section 3-503

**13 PHOTOGRAPH REQUIREMENT:**

**DO NOT STAPLE**

**ATTACH SECURELY IN  
THIS SPACE A 2" X 2"  
PASSPORT STYLE  
PHOTOGRAPH TAKEN  
WITHIN THE PAST YEAR**

Date of photo: \_\_\_\_\_

**14 AFFIDAVIT WITH ACKNOWLEDGMENT** (Notarization required.)

**APPLICANT**

I declare and affirm that the statements made in this application, including accompanying documents, are true, complete and correct. I understand that any false or misleading information in, or in connection with, my application may be cause for denial or loss of licensure and may result in criminal prosecution.

*Signature of the applicant:* \_\_\_\_\_

**NOTARY**

State of \_\_\_\_\_ County of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_ before me, the undersigned, personally appeared \_\_\_\_\_ personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to this application and acknowledged to me that he/she executed the application and swore that the statements made by him/her in the application and all supporting materials are true, complete, and correct.

Notary Public signature \_\_\_\_\_

Notary ID number \_\_\_\_\_

Expiration date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Notary Stamp

Mail this form and appropriate fee to: New York State Education Department, Office of the Professions, PO Box 22063, Albany, NY 12201. DO NOT SEND CASH. Make check or money order payable to the New York State Education Department.